



CITY OF RIVERSIDE PUBLIC WORKS DEPARTMENT

LOT LINE ADJUSTMENT/CONSOLIDATION PROCESS

In the City of Riverside a Lot Line Adjustment/Consolidation Case is processed in the following sequence.

- A) A Case is submitted to the Planning Department with all the required data per the Planning Application and handout.
- B) The Case is assigned a Case Number and routed to all the City Departments involved with the Land Development Process.
- C) Each Department places conditions upon the Case.
- D) The Case Conditions are transmitted to the Applicant.
- E) The Applicant must now satisfy all the conditions. This may require contacting those departments that have placed conditions on the case to ascertain particulars.
- F) In addition to satisfying all the conditions the Applicant will be required to provide some of all of the following to the City Surveyor:
 - 1) If R/W is required, either for street or utilities, an Exhibit A Description and Plat reflecting the requirement.
 - 2) A Preliminary Title Report for each ownership.
 - 3) The Final Parcel Descriptions as they will appear when the Lot Line Adjustment is complete.
 - 4) A GRANT DEED whereby the owners grant to themselves their parcel in its final configuration. This need not be executed yet. (The descriptions must be the same as those provided in Item F3 above.)
 - 5) If applicable, the TRANSFER DEED in the form of a Grant Deed for the portion of the property being exchanged. Again this need not be executed yet.
 - 6) A letter from the lenders/trust deed holders agreeing to modify the Deeds of Trust to reflect the new parcel configurations. (A letter from an Escrow Officer stating that this will be done as part of a an escrow process is acceptable)
- G) The City Surveyor will review all documents and submittals, verify that all are accurate, and

return any that require revision.

- H) The City Surveyor will prepare the Easement Documents and attach the appropriate Exhibit A and Plat as prepared in Item F1. These will be returned to the applicant for execution.
- I) When the required executed easement documents are returned and approved as to form by the City Attorney, the City Surveyor will have them recorded.
- J) The City Surveyor will prepare the Certificate of Compliance for Lot Line Adjustment Documents (COC) and forward them to the Zoning Administrator for signature.
- K) When all case conditions are satisfied and any required executed easement documents have been sent for recordation the City Surveyor will release the COC documents to the applicant for recordation.
- L) The applicant must have the GRANT DEEDS and TRANSFER DEEDS executed. Then all must be recorded along with the COC Documents. A letter indicating the recording sequence will be provided.
- M) The Lenders must finalize their modification of any Deeds of Trust.

Lastly the case is considered complete when a copy of each of the recorded documents is returned to the City Surveyor.

I hope the above sequence helps. Once again, please review your case conditions and verify that each condition has been or will be satisfied. Failure to have all conditions satisfied **will** hold up completion of your case.